



**FINANCE & ADMINISTRATION SUB-COMMITTEE
MEETING MINUTES
Wednesday, April 22, 2015 - 7:00 AM
West Des Moines City Hall – 4200 Mills Civic Parkway
Training Room, 2nd Floor**

Present: Councilmember Jim Sandager, Councilmember John Mickelson, City Manager Tom Hadden, Finance Director Tim Stiles, City Attorney Dick Scieszinski, Human Resources Director Jane Pauba Dodge, Library Director Darrel Eschete, City Engineer Duane Wittstock, Communications Specialist Lucinda Stephenson, Budget Analyst Chris Hamlett, and Administrative Secretary Maureen Richmond

Guests: Mr. Bob Quinn, Tiger Softball Club
Mr. John Norwood, WDM Historical Society
Ms. Mary Sheldahl, WDM Historical Society
Ms. Renate Shotwell, Link Associates Foundation
Ms. Barbara Long, The Eddie Davis Community Center, Inc.
Ms. Vicky Long Hill, The Eddie Davis Community Center, Inc.
Mr. Marc Abels, Attorney representing Hidden Creek
Mr. Bill Lowry, Representing Hidden Creek

Meeting was called to order at 7:00 AM

1. Hotel/Motel Presentations by Applicant Organizations

The City has adopted a new policy related to allocation of discretionary Hotel/Motel Tax Revenue. Part of the new application process includes an obligation to give a brief presentation and answer questions in front of the F&A committee. Mr. Stiles noted this group is the final round of three presentation sessions.

Mr. Hamlet distributed a handout a past history of hotel motel tax allocations. Mr. Stiles introduced representatives of the four organizations to be considered for funding.

Tiger Softball Club

Mr. Bob Quinn, Representative of Tiger Softball Club, 807 38th Street, West Des Moines, provided a summary of his program. The organization is requesting \$2,000, the same amount as the previous year. Mr. Quinn described how the requested funding will be used.

Mr. Quinn noted that the mission is to provide instructional programming to girls in grades 3-8 who would like to play softball at a competitive level. The program started in 1999 by serving 36 girls. This past season the Club served 140 girls and are expected to serve similar numbers this upcoming season.

Participants attend clinics and the Club uses the facilities of Valley High School and draws

on the caching expertise of the Valley High School staff, along with volunteers. The City funds will be used for equipment which is a continuing need. Member dues and fees pay for all tournament and travel expenses of the club.

Mr. Michelson asked if players from Waukee, Dowling, or other private schools participate in the program. Mr. Quinn responded that several have gone on to attend Dowling but the large majority of the girls are from the West Des Moines district.

WDM Historical Society

Mr. John Norwood, President of the WDM Historical Society, 2001 Fuller Road, West Des Moines provided a summary of their organization. The organization is requesting a total of \$65,000. The previous year the organization was allocated \$5,000 for operations and another \$15,000 for capital improvements. Mr. Norwood described how the requested funding will be used.

Mr. Norwood explained that the WDM Historical Society provides significant learning experiences at two historic sites for hundreds of visitors and school children each year:

1. The Jordan House is a pioneer homestead built by Mr. James C. Jordan. It's now a museum and the oldest structure in Polk County. It is listed on National Register of Historic Places and the National Underground Railroad Network to Freedom. Jordan was dedicated to the abolition of slavery and offered shelter on his property for slaves seeking freedom.
2. Bennett School is a vintage 1926 one-room country school house, one of the last one-room schools built in Iowa. With major renovation and restoration support from generous donors, the school was relocated from its original location to the east side of the Jordan Creek Elementary School on Fuller Road. Bennett School is visited most often by K-6 students studying Iowa history.

Mr. Norwood explained that requested funding will be used for the following:

- \$15,000 for educational programming at Jordan House and Bennett School
- \$25,000 for capital repairs to the siding of Bennett School. In order to maintain its historical appearance, new wood siding will be installed, prepared and painted. Recent professional evaluations have suggested complete removal/replacement of old siding to solve a continuing paint issue.
- \$25,000 this year to continue Phase II (Phase I last year) of Jordan House Repairs. Phase II will consist of prepping and painting the house and bringing the facility up to current fire safety code.

Mr. Norwood was asked about general funding and he explained that others contributing towards the organization's operations include Bravo, Prairie Meadows, and Polk County.

Link Associates

Ms. Renate Shotwell with Link Associates provided a summary of their organization. Link Associates is a not-for-profit offering quality care and instruction in independent living

skills to children and adults whom have intellectual disabilities.

The organization is requesting \$10,000 for the upcoming year and there was no application in the previous year from the organization. Ms. Shotwell described how the requested funding will be used. They intend to use funding for Link Associates' Employment Enhancement Project, which will benefit adults to gain job skills and work experience they need to be employed. Specifically, they intend to construct an ADA accessible sidewalk and entrance to their facility. She showed plans of the improvements and explained that this was part of a larger project to expand the usage of the lower floor of their facility at 1452 29th Street, West Des Moines.

She explained that the West Des Moines community has been very supportive of Link Associates. Link uses WDM Parks and Recreation facilities for recreational needs, the Valley Community Center is used for Special Olympics, Walnut Creek YMCA is utilized for work-out sessions, and Dowling High School's facility is used for the Special Olympics with Dowling students volunteering.

Eddie Davis Community Center

Ms. Vicky Long Hill provided a summary of the organization and described how the requested funding will be used. She explained that The Eddie Community Center serves as a cultural, recreational, and entertainment facility. Their wide-ranging programs consist of educational programming along with events and recreation, all of which attracts a diverse population. The Center is primarily operated by volunteers. It serves as a site where persons can volunteer from organizations such as WDM School, the WDM Police Department's Youth Juvenile Justice Program, Boy Scouts, and other youth groups.

The organization is requesting \$15,000 in funding. The previous year's allocation of \$15,000 was used to fund facility and programming needs and this year's funding will provide assistance for community education, as well as recreational, health, and general human service programs.

2. Development Agreement with Hy-Vee, Inc.

Mr. Stiles presented a handout prepared by the Economic Development staff which contained details of a proposed development agreement between the City and Hy-Vee. Hy-Vee intends to build an addition to their conference center located on Westown Parkway which is within the Westown V Urban Renewal Area. Hy-Vee expects to create 102 new jobs. They have secured financial assistance from Iowa Economic Development Authority (IEDA) which requires a local match. That requirement is met by the City offering 5 years of tax rebate using its typical sliding scale.

The memo also noted that before the development agreement can be approved, Westown V Urban Renewal Plan needs to be amended.

Councilmembers supported the Westown V Urban Renewal Plan amendment and recommended the item be placed on the City Council Agenda for full consideration at the May 4 Council meeting.

3. Glen Oaks Storm Water Study Pilot Program – Storm Water Fees

Mr. Hadden introduced a proposed Glen Oaks Storm Water Study Pilot Program. He noted that the Glen Oaks Country Club approached the City with some development needs and as a result it was pointed out to them that they had not ever completed a storm water study of the development. Mr. Hadden explained that as development happens south of the area, the study will be needed. Staff is proposing to have the City conduct the study using storm water fees from Glen Oaks properties.

Councilmembers supported moving forward with necessary steps to complete the study.

4. Grand Prairie Parkway Bridge Construction – IDOT Payments

Mr. Hadden explained that at the current time the City owes Iowa Department of Transportation (IDOT) approximately \$9.5 million for the Iowa 5 and Grand Prairie Parkway interchange projects. IDOT is interested in seeing the City complete a Grand Prairie Parkway Bridge over the Raccoon River prior to the expiration of the environmental approvals, the deadline to which is December 31, 2017. Mr. Hadden is proposing the City to restructure our debt base with IDOT to defer repayment of the Iowa 5 and GPP Interchange monies, and use the funds in the meantime to complete the bridge.

Staff will likely be proposing that the repayment terms for this borrowing be changed to 20 years with no interest, with no payments due the first five years and equal installments of principal over the remaining 15 years. Mr. Stiles noted that effectively the City would be borrowing funds from IDOT at no interest, instead of selling bonds for the project.

The Committee supported the direction and suggested that staff continue to negotiate with IDOT on the terms of repayment and financial plan.

5. Rockwood Lane – Street Construction

Mr. Wittstock introduced Mr. Bill Lowry, representing for the development of Whisper Ridge on the NW corner of 88th and Rockwood Lane, as well as Attorney Mr. Marc Abels representing Mr. Lowry. Rockwood Lane is not annexed by the City and is privately owned by Hickory Knolls, a rural subdivision to the west.

Mr. Wittstock explained the issue at hand. Mr. Lowry has negotiated a tentative agreement with the Hickory Knolls residents for the transfer of Rockwood Lane right of way, annexation of the ROW, and paving of Rockwood Lane to S 91st Street. This agreement is based on the street being paved in the near future. This is needed for Mr. Lowry to develop the property he controls on the north side of Rockwood Lane.

The developer on the south side of Rockwood Lane (the Sandal family) is not interested in developing his property at this time so is not willing to participate in paving Rockwood Lane. Without Sandal's participation, the street improvements are not financially viable. Mr. Lowry and Mr. Abels noted that they have previously taken many steps (as directed by the City) in efforts to facilitate the improvement to Rockwood Lane. As those steps have not been successful, staff is

recommending a special assessment process to determine the financial responsibility and to ultimately facilitate the improvements to Rockwood Lane.

The councilmembers supported moving ahead with staff gathering project cost and financial responsibility for the property owners and reporting back with a draft special assessment to the committee at a future meeting where final direction can be discussed.

6. Purchase Contract for Financial Software – New World Systems, Inc.

Mr. Stiles updated the cost and timeline on a proposed Software Licensing and Services Agreement with New World Systems Corporation. The software and contract pricing cost is \$470,000, plus travel of approximately \$48,000 and an annual licensing fee of \$46,000 (first year waived). If approved, the project will commence May 2015 and tentatively the new system would go live July 1, 2016.

Councilmembers supported the software purchase and New World Systems contract and recommended the item be placed on the City Council Agenda for full consideration at the May 4 Council meeting.

7. Project Management Services Contract – Basic Leigh Communications, LLC

Mr. Stiles is proposing to hire an experienced project manager / management firm to assist with implementation of the new financial software system. Four candidates were interviewed for this project by the Finance Director and IT Director. BasicLeigh Communications LLC was selected; the quoted cost for services is \$90/hour which compared favorably with others. Scope of work and committed hours will vary depending on needs through the course of implementation.

Councilmembers supported entering into a professional services contract with BasicLeigh Communications and recommended the item be placed on the City Council Agenda for full consideration at the May 4 Council meeting.

8. Non-Union Pay Plan

Mr. Hadden brought forward proposed changes to the non-union pay plan. The proposal contains several changes:

A comprehensive pay study, scheduled for the summer of 2015, would be delayed for a minimum of three years with the exception of completing steps needed to ensure that the pay for the IT staff remains competitive.

The personnel review date for all non-union employees would be moved to July 1 which helps to ensure equitable pay adjustments for all staff.

Those grandfathered employees with wages 10%-15% over the current maximum will continue to get 1/2 of an eligible pay increase and those in the 15% will remain frozen for approximately 2 years.

Medical insurance employee contribution rates will increase from 3% to 4% for single coverage.

Councilmembers supported the proposed changes to the non-union pay plan and recommended the item be placed on the May 4 Council meeting agenda for consideration.

9. FY 14-15 Budget Amendment #3

Mr. Stiles and Mr. Hamlett presented a proposed FY 2014-15 Budget Amendment #3. This amendment primarily consists of expenditure adjustments, as well as adjustments to revenue that are relatively minor and have been proposed in order to incorporate updated circumstances since the FY 2014-15.

Mr. Stiles noted a few unexpected adjustments -- to increase building maintenance \$26,000 for the replacement of Library entrance door, an increase of \$25,000 for repairs to Fire Engine 220. Which among others will be paid from the City's contingency line item. Also the amendment contains an increase in equipment rental expense of \$60,000 for rental of bulldozer to move donated dirt at the future Public Works site (funds will be covered by transfer from Road Use Tax Fund.)

Councilmembers supported FY 2014-15 Budget Amendment #3 and recommended the item be placed on the City Council Agenda for full consideration at the Council meeting of May 18, 2015.

10. Staff Updates

None

11. Other Matters

None

Meeting was adjourned at 8:33 AM.

Respectfully Submitted,



Maureen Richmond
Administrative Secretary